

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 016-11

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: POLITICAL SPECIALIST
FSN-1605-10*; FP-05** (FULL PERFORMANCE LEVEL)

OR

POLITICAL SPECIALIST
FSN-1605-9*; FP-05** (TRAINING/DEVELOPMENTAL LEVEL)

OPENING DATE: April 12, 2011

CLOSING DATE: May 11, 2011

WORKING HOURS: FULL TIME; 40 hours per week

SALARY: Full Performance Level:
Not-Ordinarily Resident (NOR):
Position Grade: FP-05 (Step 5 through Step 14)
US\$ 48,338 p.a. through US\$ 63,071 p.a.
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 13,952 p.a. (Starting Salary)
(Position Grade: FSN-10)
* Actual grade and salary will be based on the qualifications of the applicant.

Training/Developmental level:
Not-Ordinarily Resident (NOR):
Position Grade: FP-05 (Step 1 through Step 4)
US\$ 42,948 p.a. through US\$ 46,930 p.a.
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 10,502 p.a. (Starting Salary)
(Position Grade: FSN-09)
* Actual grade and salary will be based on the qualifications of the applicant.

The U.S. Embassy in Kuwait is seeking an individual for the position of a Political Specialist to work in the Political Section.

Important note:

Ordinarily Resident (OR) applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

All US Citizens (USEFMs, EFMs, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration. A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered.**

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov>
2. Copy of the high school certificate/university degree (per the requirement of the position).
3. Copy of the Civil ID or passport copy including the residence permit page.
4. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

SUBMIT APPLICATION BEFORE THE CLOSING DATE TO:

Human Resources Office
American Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR Email the application to: HROKuwait@state.gov

Please note that incomplete applications will not be accepted.

BASIC FUNCTION OF THE POSITION

The incumbent of the position advises American officers and visiting officials as to host government policies and the domestic political situation on the ground, and diplomatically communicates USG policies to the host government. The incumbent also maintains an extensive network of contacts (host government, parliamentary, and non-governmental), maintains background material, and forecasts future host government actions.

Duties include:

- Advises Ambassador, DCM and other American officers on a variety of sensitive political issues and related matters, such as gauging the probable reaction of host government of political leaders to U.S. views or proposals. Briefs high-level visiting officials on current political developments and trends, arranges appointments, and accompanies them to meetings with host government officials.
- Explains U.S. bilateral foreign policies to host government officials, political leaders, non-governmental and civil society organizations (NGOs/CSOs), and international organizations
- Develops background material for the use of American officers in conducting negotiations and often acts as an interpreter during the course of such negotiations, where nuance of meaning is important. Obtains information from a variety of published and unpublished sources, and prepares factual and analytic reports dealing with significant political developments concerning domestic politics, intergovernmental relations, elections, and legislative issues.
- Makes forecasts of likely future developments, such as cabinet reshuffles, parliamentary dissolutions and elections. In performing the above duties, draws on a variety of published sources, such as the daily press, legislative enactments, official press releases, and governmental reports.
- Develops and maintains an extensive range of high-level contacts among the government (executive, legislative and judicial branches), NGOs/CSO, international organizations, and related sources.

QUALIFICATIONS REQUIRED

1. Possession of a university degree in English language, political science, international relations, history, international law, or other closely related field.
2. Three to five years of experience gained in a recognized field, independent of the organization, which requires a high level of specialist knowledge. This may include experience gained in high-level management roles or in research, journalism, social sciences, business management, professional translation or interpretation, economics, political science. Experience must include obtaining information from a variety of published and unpublished sources and preparation of factual and analytical reports dealing with significant political developments concerning domestic politics, intra governmental relations, elections and legislative issues.
3. Level IV (fluent) in English and Arabic. Ability to type in both languages.
Language skills will be tested.
4. Extensive knowledge of Kuwait's political and social structure; and of its institutions, political parties and of key figures in the government (all branches) and other circles.
5. Ability to develop and maintain access to high level target audience contacts among key government officials. Ability to render sophisticated advice with detachment and objectivity, employing sound professional judgment. Must possess strong interpersonal skills.
6. Skill in the use of computer programs such as MS Word, MS Excel and Outlook.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Only those short listed applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

DEFINITIONS

1. **US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. **Member of Household (MOH) –** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. **Not Ordinarily Resident (NOR) –** An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: May 11, 2011

An equal opportunity Employer

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.